

GENERAL INFORMATION SHEET

APPLICATION FOR STANDARD GOVERNMENT HEADSTONE OR MARKER FOR INSTALLATION IN A PRIVATE OR STATE VETERANS' CEMETERY

RESPONDENT BURDEN Public reporting burden for this collection of information is estimated to average one-fourth hour per response, including the time for reviewing instruction, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the VA Clearance Officer (045A4), 810 Vermont Avenue, NW, Washington, DC 20420. Please **DO NOT** send application for benefits to this address.

BENEFIT PROVIDED

a. HEADSTONE OR MARKER -Furnished upon application for the **unmarked grave** of any deceased veteran. Applicant must certify the grave is **unmarked** and a Government headstone or marker is preferred to a privately purchased headstone or marker. This restriction applies to companion markers. Companion markers identify two or more decedents buried, or to be buried, in the same or adjoining graves. A grave is considered marked if a monument displays the decedent's name and dates of birth and/or death, even though the veteran's military data is not shown. Applicant may be anyone having knowledge of the deceased.

h. MEMORIAL HEADSTONE OR MARKER -Furnished upon application by a relative recognized as the next of kin for installation only in a cemetery to commemorate any veteran whose remains have not been recovered or identified, were buried at sea, donated to science, or cremated and the remains scattered; may not be used as a memento. Check box in block 2 and explain in block 27.

WHO IS ELIGIBLE - Any deceased veteran discharged under conditions other than dishonorable. To expedite processing, attach a copy of the deceased veteran's discharge certificate or a copy of other official document(s) pertaining to military service, if available. **Do not send original documents;** they will not be returned. Service after September 7, 1980, must be for a minimum of 24 months or be completed under special circumstances, e.g., death on active duty. Persons who have only limited active duty service for training while in the National Guard or Reserves are not eligible unless there are special circumstances, e.g., death while on, or as a result of training. Persons with extended Reserve or National Guard service which entitled them to retirement pay subsequent to October 27, 1992, are eligible; a copy of the Reserve Retirement Eligibility Benefits Letter must accompany the application. Active duty service during the Persian Gulf War for all referenced above also establishes eligibility. Service prior to World War I requires detailed documentation, e.g., muster rolls, extracts from State files, military or State organization where served, pension or land warrant, etc.

HOW TO APPLY -Mail the original only of the completed application (VA Form 40-1330) to:

Office of Memorial Programs (403A)
Department of Veterans Affairs
810 Vermont Avenue, NW
Washington, DC 20420-0001

The person or organization shown in block 19, Consignee should receive the headstone or marker within 70 days after we receive a fully completed application with correct information. Omissions or errors on the application will delay its processing and delay marking the veteran's grave.

The copy is for your records. A Government headstone or marker may only be furnished if a fully completed application form has been received.

SIGNATURES REQUIRED -The applicant, next of kin or other responsible person, signs in block 15, obtains the signature of consignee in block 22 and cemetery official in block 24. If there is no official on duty at the cemetery write "NONE" in block 24. State Veterans' Cemeteries are not required to complete blocks 15, 16, 22 and 23.

ASSISTANCE: NEEDED -If assistance is needed to complete this application, contact the nearest VA Regional Office, national cemetery, or a local veterans' organization. No fee should be paid in connection with the preparation of this application. Use block 27 for any clarification or information you wish to provide. Should you have special question when filling out this form, please telephone our Applicant Assistance Division toll free at: 1-800-697-6947.

INSTALLATION -All costs to install the headstone or marker must be paid from private funds.

TRANSPORTATION - The headstone or marker is shipped without charge to the consignee, designated in block 19 of the application. The consignee must have a full street address; **delivery cannot be made to a Post Office Box**. An address showing Rural Route Delivery must include a daytime telephone number in block 20 to obtain delivery. An insufficient address may result in a nondeliverable headstone or marker.

CAUTION - After completing the application, **please check carefully** to be sure you have accurately furnished all required information, thereby avoiding delays in marking the gravesite. Mistakes cannot be corrected after a headstone or marker has been ordered. Headstones or markers furnished remain the property of the United States Government and may not be used for any purpose other than to honor the memory of the decedent for whom the headstone or marker is issued. A Government provided headstone or marker may not be used as a footstone or to supplement a private monument, or be affixed to an existing inscribed monument.

DETACH AND RETAIN THIS GENERAL INFORMATION SHEET AND THE COPY OF THE APPLICATION FOR YOUR RECORDS